

EFFECTIVE

February 1, 2019.

Subject(s)

1. Mandated reporting.
2. Referrals to Children's Protective Services (CPS) from foster care.
3. Foster care responsibilities regarding maltreatment in care complaints.

**1) MANDATED
REPORTING**

FOM 722, DHS Employee Obligation to Report Suspected Abuse and Neglect

This item is obsolete. Information previously found in this item was moved to SRM 110, Obligation to Report Suspected Abuse or Neglect.

Reason: Reorganization and consolidation of policy.

**2) REFERRALS TO
CPS FROM FOSTER
CARE**

FOM 722-13, Referrals to Children's Protective Services (CPS)

Links were added to the following policy items regarding staff responsibility to report suspected child abuse or neglect:

- SRM 110, Obligation to Report Suspected Abuse or Neglect.
- APR 200, Mandated Reporter - Child.

Information on the tasks required for CPS was removed. These requirements are addressed in PSM.

CPS and foster care staff must make a joint recommendation on whether CPS should file a petition regarding a new sibling when there are other siblings currently in foster care, and if so, which children CPS will include on the petition. If the CPS and foster care supervisors disagree on the recommendation, a second line supervisor must make the final decision.

When a child receiving foster care services is in a parental placement and the caseworker finds that the parent has not benefited from services, but the caseworker does not suspect that the parent committed an act of child abuse or neglect, a complaint to CPS is not required.

Minor corrections were made, and links were updated.

Reason: Office of Child Welfare Policy and Programs clarification.

3) FOSTER CARE RESPONSIBILITIES REGARDING MALTREATMENT IN CARE COMPLAINTS

FOM 722-13A, Maltreatment in Care - Foster Care Responsibilities

The actions and timeframes required for foster care staff to ensure the safety of a child with an open foster care program type have been modified. Foster care worker responsibilities are defined by the urgency level of the complaint. The urgency level of the complaint is determined by foster care staff after reviewing the intake decision notification to determine the agency that Centralized Intake assigned or transferred the complaint to, as well as perpetrator access to the child.

Low urgency complaints will now require phone or face-to-face contact with the child and caregiver within five business days of the intake decision notification. Previously, additional contact with the child and caregiver was at the discretion of the caseworker and supervisor.

Clarification was added regarding the foster care worker's responsibility to coordinate with all agencies investigating the complaint, in addition to coordinating with the receiving agency.

Additional guidance regarding coordination requirements when a complaint is transferred to DCWL or LARA was added.

Reason: Office of Child Welfare Policy and Programs clarification.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[FOM 722-13](#)
[FOM 722-13A](#)

Deleted Items ...

FOM 722